

Subject: Distribution of Therapeutic Formula**Item: Surplus Therapeutic Formula and WIC-Eligible Nutritionals Ordered through CDPH/WIC**

PURPOSE:

To establish procedures for handling surplus therapeutic formula (TF) and WIC-eligible nutritionals (WEN) ordered through CDPH/WIC. LAs may have surplus TF/WEN when a participant misses multiple appointments, receives a new prescription (Rx) for a different formula, receives TF/WEN from Medi-Cal, or a shipment exceeds the maximum amount issued.

POLICY:

- I. Local agency (LA) staff are permitted to:
 - A. Provide surplus TF/WEN to another participant with an Rx and appropriate diagnosis for the formula. Refer to WPPM 390-10.
 - B. Donate surplus TF/WEN within 60 days of the expiration date.
- II. LA staff must:
 - A. Track surplus TF/WEN and retain records for three years.
 - B. Dispose of expired TF/WEN.
- III. LA staff must not accept donated formula from participants or the general public.

PROCEDURES:

- I. Redistribution of Surplus TF/WEN
 - A. Prior to providing surplus TF/WEN to another participant, LA staff must:
 1. Ensure the participant has an appropriate diagnosis to warrant the issuance of the TF/WEN and an appropriate Rx for the product. Refer to WPPM 390-10.
 2. Ensure the TF/WEN have 60 days or more until the expiration date.
 3. Request approval and notify the CDPH/WIC formula team of the number of surplus cans of TF/WEN. Contact CDPH/WIC by:
 - a. Email Formula@cdph.ca.gov or,
 - b. Fax (916) 636-6238
- II. Donation of Surplus TF/WEN
 - A. LAs are only allowed to donate surplus TF/WEN that have not been provided to a participant. LA staff must not accept donated formula from participants or the general public.

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B. If the LA chooses to donate surplus TF/WEN, the LA must:

1. Donate to a local food bank, hospital, community service organization, or a nonprofit emergency food program.
2. Ensure TF/WEN have 60 days or more until the expiration date.
3. Track donations of TF/WEN using the CDPH/WIC Formula Donation form or other LA-developed tracking form.

III. Disposal of TF/WEN

A. LAs must dispose of expired TF/WEN in a manner that ensures that the product cannot be consumed. LA staff must:

1. Track disposal of TF/WEN using the CDPH/WIC Formula Destruction form or other LA-developed tracking form.
2. Dispose of expired liquid formula using the following steps:
 - a. Open expired container.
 - b. Empty liquid from container into sink.
 - c. Rinse and recycle container.
3. Dispose of expired powder formula using the following steps:
 - a. Open expired container.
 - b. Pour expired formula into garbage bag.
 - c. Recycle container.
 - d. Put garbage bag into dumpster.

RESOURCE:

Formula Destruction Form on Local Agency SharePoint Site Food Package Resources

Formula Donation Form on Local Agency SharePoint Site Food Package Resources

CROSS REFERENCE:

WPPM 390-10 Provision of Therapeutic Formula and WIC-Eligible Nutritionals